



GREYSTONE
COLLEGE

2014 GREYSTONE COLLEGE APPLICATION FORM

STUDENT INFORMATION

First Name: _____ Last Name: _____

Male ☐ Female ☐ Birthdate (mm/dd/yy): ____ / ____ / ____ Nationality: _____ First language: _____

Address: (Home/Apt #, Street): _____ City: _____

Province/State: _____ Country: _____ Postal Code: _____

Telephone: (____) _____ Cell: (____) _____ Email: _____

Emergency Contact Name: _____ Emergency Tel: (____) _____

STUDY INFORMATION

Status in Canada: ☐ Student ☐ Visitor ☐ Working Holiday ☐ Citizen ☐ Other _____

Greystone College Location: ☐ Vancouver ☐ Toronto

I found Greystone College through ☐ Brochure ☐ Website ☐ Friend/Family ☐ Advertisement

☐ Agency (Agency Name: _____) Fax: (____) _____

Please specify your Greystone College Program(s): _____

Start: (mm/dd/yy): _____ End: (mm/dd/yy): _____

ACCOMMODATION INFORMATION (IF APPLICABLE)

☐ Homestay Fullboard (3 meals) ☐ Homestay Halfboard (2 meals, no lunch)
☐ Roomstay (no meals) ☐ Alternative Accommodation

Check-in date (mm/dd/yy): ____ / ____ / ____ Time: _____ ☐ am ☐ pm

Check-out date (mm/dd/yy): ____ / ____ / ____ Time: _____ ☐ am ☐ pm

Airport transfer: ☐ pick-up only ☐ pick-up and drop-off ☐ no

Airline and Flight No.: _____

Connecting Flight Airline & Flight No (if applicable): _____

Final Destination Arrival Time: _____ ☐ am ☐ pm

Do you have any medical condition(s) we should be aware of? ☐ yes ☐ no
If yes, please specify: _____

Do you take daily medication? ☐ yes ☐ no
If yes, please specify: _____

Do you have allergies? ☐ yes ☐ no
If yes, please specify: _____

Do you have medical insurance? ☐ yes ☐ no
If yes, specify company: _____

Do you smoke? ☐ yes ☐ no
(Most families do not allow smoking indoors)

Do you eat: ☐ Fish ☐ Red Meat ☐ Dairy Products ☐ Eggs

I am comfortable with children in the home between the ages of:
☐ 12 years and under ☐ 13 years and over ☐ No children

Are you comfortable with dogs in the home? ☐ yes ☐ no

Are you comfortable with cats in the home? ☐ yes ☐ no

Please specify any other pet types you are uncomfortable with: _____

Are you comfortable with any other students in the home? ☐ yes ☐ no
(Students will speak a first language other than your own.)

What languages do you speak?: _____

Interests & Comments: _____

Requests are not guaranteed, but the Homestay staff at Greystone College will do their best to accommodate student requests. It is recommended that students who request airport reception arrive and depart on the weekend. Alternative Accommodation and Roomstay placements are based on availability and not guaranteed. Homestay students are advised that neither Greystone College nor the Homestay family can be held responsible for the loss or theft of personal belongings. Although the chance of a loss due to theft is extremely small, we nonetheless advise students to ensure that they obtain adequate insurance coverage in their home countries for all personal belongings that they bring to Canada.

STUDENT CONTRACT

I declare that the information I have given is correct and accurate. I have read and understood all of Greystone College's policies. (see pg 3)

Student Signature: _____

Date: (mm/dd/yy): ____ / ____ / ____

Or parent signature if under 19 years of age for Greystone College - Toronto and Greystone College - Vancouver

Greystone College Authorized Signature: _____

Date: (mm/dd/yy): ____ / ____ / ____

CREDIT CARD PAYMENT

☐ MasterCard ☐ Visa Name of Cardholder: _____ Cardholder Signature: _____

Credit Card Number: _____ Security Code: _____ Expiry Date: _____ Total Payment: \$ _____

2014 Greystone College Fee Schedule

All prices are in Canadian dollars, effective January 1, 2014. (Based on the registration date, not study start date.)

REGISTRATION FEES

Registration Fee:	\$125	(Non-refundable)
Accommodation Registration Fee:	\$220	(If applicable, non-refundable)

Please Note: Fees must be paid in full prior to the start of classes.
Availability of program is subject to student enrolment.

ACCOMMODATION FEES

Homestay Fullboard (3 meals)	\$ 217 /week (\$31 /night)*
Homestay Halfboard (2 meals, no lunch)	\$ 203 /week (\$29 /night)*
Roomstay	\$ 147 /week (\$21 /night)*
Alternative Accommodation	Available upon request
Airport Transfer	One -way: \$100 (pick up or drop off) Two way: \$180

*Summer Homestay & Roomstay supplement (Jun 23 - Aug 4), add \$2/night

PROGRAMS		LOCATION	STUDY LENGTH	TUITION FEE	MATERIALS FEE	2014 START DATES
BUSINESS	Advanced Diploma in Business Administration <i>consisting of the following certificates:</i>	V	40 weeks study	\$12600	\$1100	Jan 27, Feb 24, Mar 24, April 21, May 20, June 16, July 14, Aug 11, Sep 8, Oct 6, Nov 3, Dec 1
	Advanced Diploma in Business Administration + Volunteer Work Experience <i>consisting of the following certificates:</i>	V	1 year (40 weeks study + 12 weeks unpaid work experience)	\$12600 + \$825 service / placement fee	\$1100	Jan 27, Feb 24, Mar 24, April 21, May 20, June 16, July 14, Aug 11, Sep 8, Oct 6, Nov 3, Dec 1
	- Certificate in International Business and Trade	V	8 weeks	\$2880	\$220	May 20, Nov 3
	- Certificate in Business Management	V	8 weeks	\$2880	\$220	Mar 24, Sep 8
	- Certificate in Business Communications	V	8 weeks	\$2880	\$220	Jan 27, July 14
	- Certificate in Human Resources	V	8 weeks	\$2880	\$220	Jan 27, May 20, Sep 8
	- Certificate in Financial Management and Planning	V	8 weeks	\$2880	\$220	Mar 24, July 14, Nov 3
	- Single Course	V	4 weeks	\$1440	\$110	Jan 27, Feb 24, Mar 24, April 21, May 20, June 16, July 14, Aug 11, Sep 8, Oct 6, Nov 3, Dec 1
	Diploma in International Business Management (IBM) <i>consisting of the following certificates:</i>	V	24 weeks	\$7560	\$660	Jan 27, Feb 24, Mar 24, April 21, May 20, June 16, July 14, Aug 11, Sep 8, Oct 6, Nov 3, Dec 1
	- Certificate in International Business and Trade	V	8 weeks	\$2880	\$220	May 20, Nov 3
	- Certificate in Business Management	V	8 weeks	\$2880	\$220	Mar 24, Sep 8
	- Certificate in Business Communications	V	8 weeks	\$2880	\$220	Jan 27, July 14
	Diploma in Supervisory Management <i>consisting of the following certificates:</i>	V	16 weeks	\$5200	\$440	Jan 27, July 14
	- Certificate in Business Management	V	8 weeks	\$2880	\$220	Mar 24, Sep 8
	- Certificate in Business Communications	V	8 weeks	\$2880	\$220	Jan 27, July 14
TOURISM & HOSPITALITY	Tourism & Hospitality Co-op Management Program (THCM)	V	36 wks studies + 36 wks co-op placement + 2 wks tutorial	\$11340 + service/ placement fee \$500-\$1400 ** Please refer to THCM application form	\$1320	Jan 27, Feb 24, Mar 24, April 21, May 20, June 16, July 14, Aug 11, Sep 8, Oct 6, Nov 3, Dec 1
	Tourism & Hospitality Management Program (THMP)	V	36 weeks	\$11,340	\$1320	Jan 27, Feb 24, Mar 24, April 21, May 20, June 16, July 14, Aug 11, Sep 8, Oct 6, Nov 3, Dec 1
	- Sales & Marketing Certificate	V	4 weeks	\$1440	\$110	July 14
	- Event and Convention Management Certificate	V	12 weeks	\$4080	\$440	Aug 11
	- Rooms Division Certificate	V	16 weeks	\$5200	\$770	Jan 27, Oct 6
	- International Hotel Management Certificate	V	24 weeks	\$7560	\$990	Jan 27, Oct 6
TESOL	TESOL Diploma	V T*	12 weeks	\$4080 (\$240 TKT exam fee optional)	\$250	Jan 27, Feb 24, Mar 24, April 21, May 20, June 16, July 14, Aug 11, Sep 8, Oct 6, Nov 3, Dec 1
	TESOL 130 Certificate	V	4 weeks f/t or 12 weeks p/t	\$1495	\$150	Jan 27, Feb 24, Mar 24, April 21, May 20, June 16, July 14, Aug 11, Sep 8, Oct 6, Nov 3
	Cambridge TESOL Diploma <i>consisting of the following certificates:</i>	V	8 weeks	\$2880 (\$340 TKT exam fee optional)	\$270	Jan 27, Feb 24, Mar 24, April 21, May 20, June 16, July 14, Aug 11, Sep 8, Oct 6, Nov 3, Dec 1
	TESOL-TKT Certificate	V*	4 weeks	\$1440 (\$240 TKT exam fee optional)	\$100	Feb 24, Apr 21, June 16, Aug 11, Oct 6, Dec1
	TKT-YL Certificate	V	4 weeks	\$1440 (\$100 TKT exam fee optional)	\$100 + \$70 criminal record check	Jan 27, March 24, May 20, July 14, Aug 11, Sep 8, Nov 3

Location: V - Vancouver T - Toronto

Individual course enrolment is also available. Please contact ILSC marketer for prices.

* Programs also offered at ILSC-Montréal, please contact us to register

REFUND POLICY - VANCOUVER

To receive a refund of any portion of tuition fees, you must give Greystone College written notice that you intend to withdraw from the program in which you have enrolled. If your Study Permit or Visa is denied, Greystone College will retain the lesser of 10% of the total tuition fees due or \$400 and, if applicable, the \$220 Homestay Placement Fee.

If you cancel in writing before your program starts, you will receive a refund of the following percentage of your tuition fees:

Less than 7 days after your registration is submitted and at least 30 days or more before the program start date: the greater of 95% of the total tuition fees or \$250. More than 7 days after your registration and at least 30 days or more before the program start date: the greater of either 90% of the total tuition fees or total tuition fees minus \$1,000. Less than 30 days before the program start date: the greater of either 80% of the total tuition fees or total fees minus \$1,300.

If you cancel in writing or are dismissed from Greystone College after your program starts, you will be refunded the following percentage of your tuition fees:

- Less than 10% of program completed: 70% of total tuition fees
- 10-30% of program completed: 50% of total tuition fees
- More than 30% of program completed: 0% (no refund)

Where a student withdraws or is dismissed from their program, they are entitled to 100% refund of any as yet to be received consumables that have been prepaid.

If you are eligible for a refund under the conditions above, you will receive the refund within 30 days of Greystone College receiving written notice of cancellation or Greystone College's notice to you of dismissal.

REFUND POLICY - TORONTO

Greystone College does not guarantee employment for any student who successfully completes a vocational program offered by Greystone College.

Fees are payable in accordance with the fees specified in this Enrolment Contract and all payments of fees shall become due forthwith upon a statement of accounting being rendered. Greystone College reserves the right to cancel this Enrolment Contract if the undersigned student does not attend classes during the first 14 days of the program begins. For information regarding cancellation of this Enrolment Contract and refunds of fees paid, see sections 25 to 33 of O. Reg. 415/06 made under the Private Career Colleges Act, 2005

DISPUTE RESOLUTION POLICY

Greystone College encourages an open dialogue between all students and College staff. In the event of a dispute between Greystone College and a student the following dispute resolution policy shall be followed.

Step #1: An open dialogue between the student and their Academic Director shall take place in the hope of finding a quick and mutually acceptable solution to the dispute.

Step #2: In the event that step #1 is not successful a meeting shall be convened between the student and the Director of the school in the hope of finding a mutually acceptable solution to the dispute. (This will take place within 1 week after the unsuccessful attempt outlined in step #1)

Step #3: If step #2 proves to be unsuccessful the student shall submit in writing their complaint and the Director shall respond in writing outlining solutions to the dispute. (This will take place within 2 work days of receiving the letter)

Step #4: If the dispute remains unresolved after step #3 the student may choose to ask for mediation. The cost will be split between the College and student. The mediator must be impartial and mediation shall take place at the earliest date possible once a mediator has been identified.

GENERAL INFORMATION:

Greystone College minimum age requirement is 18 years old, or a high school graduate.

BANKING / CONTACT INFORMATION

Greystone College - Vancouver

3rd Floor, 560 Granville Street
Vancouver BC V6C 1W6 Canada
Tel 1 (604) 682-3880 Fax 1 (604) 682-3885
Email: contact@greystonecollege.com
Web: www.greystonecollege.com

Greystone College - Toronto

443 University Avenue
Toronto, ON M5G 2H6 Canada
Tel 1 (416) 323-1770 Fax 1 (416) 323-0153
Email: contact@greystonecollege.com
Web: www.greystonecollege.com

Transfer Canadian funds to:

The Bank of Montréal

595 Burrard St.
Vancouver, BC V7X 1L7 Canada
Account #: 00041735919
Swift Code: BOFMCAM2

Transfer Canadian funds to:

TD Canada Trust

2 St. Clair Ave. East
Toronto, ON M4T 2V4 Canada
Account #: 0617-0443-262
Transit #: 19682
Swift Code: TDOMCATTTOR

Transfer U.S. funds to:

Wachovia Bank

Swift Code: PNBPU3N NYC
For further credit to:
The Bank of Montréal
595 Burrard Street,
Vancouver, BC V7X 1L7 Canada
Account #: 00044612112
Swift Code: BOFMCAM2

Transfer U.S. funds to:

Bank of America, NY, NY USA

Swift Code: BOFAUS3N
ABA: 0260-09593
For further credit to
TD Canada Trust
2 St. Clair Ave. East,
Toronto, ON M4T 2V4 Canada
Account #: 06177304166
Transit #: 19682